**PHOTOGRAPHY GUIDELINES**

* We recommend arriving at your local service before 6:00am to capture the initial preparation process for the record attempt.
* We would love to see all stages of your attempt including the volunteers packing meals, labelling meals for delivery, and preparing the food for packaging.
* You can use a phone camera, disposable camera, or any device that is capable of taking photographs.
* You must have the attached attendance and media permission form completed by all staff members and volunteers participating in the attempt. Please send this completed form to chloe@elevatecom.com.au.au by COB Wednesday 5 September 2018.

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| **IMAGES COULD INCLUDE:**  |  |
| Volunteers arriving at the service |[ ]
| Meals being produced |[ ]
| The scale of volunteers assisting  |[ ]
| The witnesses, time keepers and videographers preparing for the attempt and during the attempt |[ ]
| The moment the alarm sounds to indicate the start of the attempt |[ ]
| Outcome (show key moments, including presence of key community members (if appropriate) etc.)  |[ ]
| Capture the volunteers in action and in the act of attempting the record (chopping vegetables, producing meals, plating meals, placing them into the eskies) |[ ]
| Show the collective amount of meals produced following attempt |[ ]
| Show variety of shots including different angles and positions, photos taken at different stages of attempt (preparation, attempt and outcome) |[ ]
| Preparation – meals being prepared and plated |[ ]
| Packaging – shots of all the boxes open, showing that all meals to be delivered, are the same |[ ]
| **DELIVERY OF FOOTAGE (POST EVENT)**  |  |
| Download the images labeling them with the number, service’s name, with a description of what each image represents. For eg. **1\_QMOWservice\_preparation.jpg**  |[ ]
| You will be sent a link to a shared Dropbox folder to upload the images. Alternatively, please load the images to a DVD/CD-ROM, USB flash drive, external hard drive and send to Level 1, 310 Logan Road Greenslopes Qld 4120  |[ ]
| Ensure these items are sent or uploaded (together with the attached attendance and media permission form) by Wednesday 5 September, 2018 |[ ]

**Further Information:**

 Elevate Communication

C Chloe Fitzgerald, Communication Executive

 (e) chloe@elevatecom.com.au
(p) 07 3180 3666

Queensland Meals on Wheels

Katrina Jermyn, Marketing Manager

e) marketing@qmow.org

p) 07 3205 5588

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| Event: | Meals on Wheels National Record Attempt |
| Date: | Wednesday 29 August 2018 |
| Venue: |  |
| Service involved: |  |

**Request for Permission**

Queensland Meals on Wheels Services Association Inc. (QMOW) and its affiliated services develop mainstream news articles, newsletters, promotional and business materials that are published in print and digitally (on websites including social media) for promotional and operational purposes.

By completing this form, you are granting permission for QMOW to use:

* media (photo/film/audio recording) in which you or your child appears and any written or verbal comments made by you or your child in any paper publications and/or on websites including social media.

If you have any queries, please contact QMOW via info@qmow.org or 07 32055588.

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| Full Name | Signature(Parent’s Signature if under 18) | Full Name | Signature(Parent’s Signature if under 18) |
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